



DWR SEMS SECTION RESPONSIBILITIES

FOC PLANNING/INTELLIGENCE

The Planning/Intelligence Section in the Flood Operations Center (FOC) is responsible for collecting, evaluating, displaying, and disseminating situation information and maintaining incident documentation. They prepare periodic situation reports, prepare and distribute the FOC Action Plan (with the other Sections), conduct the Action Plan meetings, conduct advance planning activities and reporting (as needed), and provide technical support services to the various Sections.

This Section also gathers hydrological, meteorological, and flood incident information from a variety of sources, analyzes and verifies information, and prepares and updates internal FOC information and map displays. It is from this Section that information is disseminated to the news media, the general public, and cooperating agencies. Contact and coordination is also established and maintained with other activated Emergency Operation Centers (EOCs), Regional Emergency Operation Centers (REOCs), and other DWR Emergency Response Teams. The responsibilities listed are the primary duties for this Section. Due to the flexibility of the Standardized Emergency Management System (SEMS) structure, there may be other duties for this Section as assigned and/or as needed.

- Ensures that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- As applicable and/or as needed, ensures that the Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activates and staffs appropriate branches within the Section as additional needs are determined.
- Conducts the Action Planning meeting and operation shift briefings. Develops an FOC Action Plan each operational period based on objectives developed by each FOC Section. Prepares, finalizes, and distributes an FOC Action Plan to appropriate staff prior to the start of the next operational period.
- Ensures High Water Notifications are made, when applicable.
- Ensures River Forecast Recordings are completed, when applicable.
- Provides technical expertise to assist with media interviews and press conferences.
- Coordinates the Weather Briefings.
- Prepares and updates the Incident Reports. Meets with the Operations Section to obtain and review any major incident reports.
- Disseminates river forecasts and other flood warning products in coordination with the National Weather Service.
- Answers telephone inquiries from other agencies, businesses, and private citizens concerned with flood conditions. Responds to questions as appropriate and forwards inquiries and information to appropriate FOC personnel (including media calls to Public Information Officers).
- Prepares and provides information to the media in coordination with the Public Information Officers.
- Ensures that all status boards and other displays are current and that posted information is legible.
- Ensures that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the FOC, as needed.
- Advises staff on communications capabilities and limitations, assesses the systems and networks in use, and provides overall technical support to FOC staff. Ensures that all application software installed on FOC

- computer systems is working in coordination with Decision Support System and Department of Technology Services (DTS) standards. Maintains and operates all audio-visual systems in the FOC.
- Oversees the collection, organization, analysis, and dissemination of situation information. Ensures that information collected from all sources is validated prior to posting on status boards or entering into Situation Status (Summary) Reports for dissemination to FOC staff and other staff, as applicable.
 - Work with other Section Chiefs to ensure their Section Status Reports are completed, as those reports are used as a basis for Situation Status (Summary) Reports, as well as feed into the overall Action Plan.
 - Sets up and maintains a system of all documentation that is related to the incident (ie FOC Action Plans, field Incident Action Plans, purchasing documents, resource tracking and documentation, etc). Collects, organizes, and files all documentation associated with the incident. Checks in with Sections Chiefs to collect documentation, verify the completeness of the documents, inform them of any errors or omissions, and to ensure all Sections and Units are maintaining activity logs. Provides copies of various documents as requested and/or as needed.
 - Monitors all types of data and reports on agency websites and internal/external decision support systems.
 - Provides Geographical Information System (GIS) mapping support as needed to all FOC Sections, including status maps, incident mapping, special maps, charts for media interviews and press conferences, maps related to PL 84-99 activities, and other GIS-based products.
 - Responsible for Advance Planning measures, including reviewing all status reports, action plans, and other significant documents to determine potential future impacts of the incident – particularly focusing on issues that might modify the overall strategic FOC objectives.
 - Develops and formalizes a Demobilization Plan and coordinates its implementation to demobilize the FOC, as requested by the FOC Director.